

**DATE:** October 1, 2004

**TO:** Student Employment Administrators  
Student Financial Aid Administrators  
Student Services Administrators

**FROM:** Jeffrey Powell, Program Associate

**SUBJECT: 2004-2005 STATE WORK STUDY ADMINISTRATIVE GRANTS**

We are pleased to announce the availability of 2004-2005 grants for improvements the institution can propose to make in the administration of the Washington State Work Study (SWS) program. As you know, the SWS program is a form of financial aid that provides, through employment, a means for students to pay for college, borrow less, and gain work experience. The work experience whenever possible is expected to relate to the student's academic and career interests.

The institution can propose using grant funding in a whole variety of areas as long as the funding does not supplant current institutional administrative support. To assist, we purposely have designed the process to be flexible, simple and straightforward. To promote dialog about the SWS program and this grant opportunity at your institution, we are sending this announcement to three areas – student employment, student financial aid, and student services.

The State Work Study program is administered in the context of the Board's major goals for a strong higher education system that improves Washington's long-term economic health and strengthens the connection between students' education and their careers.

The current fiscal constraints created by state revenue shortfalls and higher than predicted enrollments come at a time of ever increasing public accountability in how we deliver student services, like State Work Study opportunities. These administrative grants are intended in a small way to help the institution meet that challenge. This year the Board's focus in considering proposals will translate into four categories:

- ◆ **High Demand Placements.** One emphasis in the Board's new Master Plan and in its 05-07 Budget request is the creation of high demand enrollments. And in coordinating aid programs to match these policy goals, the State Work Study program will develop an emphasis on high demand placements. These high demand placement areas can be based on state and/or local goals, built upon documented need in your local area. Ideas in this area

include focusing off-campus job development resources on positions in technology, health care, education, and even wine making! Consider employing a part-time job developer who focuses specifically on job creation in high demand fields. Perhaps the Grant could fund faculty members who teach in high demand fields to work on job development strategies with local industry contacts.

- ◆ **Quality Placements.** You might propose partnerships with faculty, service learning centers or cooperative education programs to develop relevant off-campus placements and thereby increase student placement and learning. Proposing grants to focus job development efforts in areas that increase student citizenship and leadership goals, or focus on local, state and regional workforce or economic development goals would be another good idea. Or you might sponsor resume writing and job search skills workshops to better prepare students to identify their interests and develop their own jobs.
- ◆ **Efficiencies.** Proposals for costs associated with improving computer systems and information tracking as it pertains to job postings, monitoring earnings, and/or reporting and managing expenditures can be proposed. Conducting research or student interest surveys to better target limited resources and develop more effective practices for administering student employment will also be considered. If research is done, results must be based on the use of accepted research principles.
- ◆ **Collaborative Efforts.** We strongly urge you to jointly plan and execute a grant proposal with other institutions, perhaps in the same sector or same geographic area. You may also wish to consider submitting a grant under the auspices of the Washington Association of Student Employment Administrators (WSASEA) or the Washington Financial Aid Association (WFAA). Some areas to consider might be the planning and execution of a joint placement program for students in targeted majors such as international trade. Grants might also be focused on developing and executing a regional advertising campaign to reach new employers. Other ideas include planning and putting on area job fairs, joint visits to employers in occupations currently underrepresented in student placements, or revision and standardization of some aspects of program administration.

Enclosed are some ideas from past grants as well as new ideas developed in talking with student employment administrators and others. You may decide to implement one of these, use these as a springboard, or come up with others that more closely fit your institution's unique circumstances. We are also including a paper titled "Writing Winning Grants", intended to provide an overview of some of the most important points to consider when developing your proposals.

### **Grant Amounts**

Apply for what is needed to fund the proposal. The amounts we can award will depend in part on the number of applications received. In order to spread opportunity, our expectation is that most grants awarded to individual schools will range between \$2,500 and \$5,000. Proposals from a consortium of schools can be considered for larger amounts. While applications for just developing brochures or purchasing equipment alone will be considered, they are likely to

receive a lower priority than more integrated, developed plans that might include these items or if they are a joint effort by several schools. Any request for equipment is subject to additional review. Reimbursement under this agreement is limited to direct costs only. No reimbursement will be made for the institution's indirect costs.

### **Application Procedures**

Applications are to be submitted on the *SWS Administrative Grant Application Form*. The application must be fully completed and accompanied by an itemized budget of proposed expenditures.

### **Application Deadline**

To be accepted for consideration, **proposals must be received by Monday, November 15, 2004**. We hope to make notification of awards will be made by Friday December 10<sup>th</sup>, 2004.

### **Method of Payment**

Institutions or consortia selected to receive funding will be provided an agreement or contract for the amount of the grant. Payments can be made on a periodic but reimbursement only basis. The Board must receive final invoices **no later than Friday, June 24, 2005**.

### **Outcome Reports**

**Outcome reports are due no later than June 24, 2005** using the *Administrative Grant Outcome Form*. As indicated the outcome report must contain a detailed description of what occurred as a result of receiving the grant and how SWS was impacted in the process. A description of what worked and what didn't should be incorporated along with any recommendations you may have for using the results to further knowledge in the student employment community. If a brochure or other publication is produced, it should contain mention of Board funding and a copy should be submitted with the Outcomes Report. Similarly, results of research done through a grant in this year or expanded upon from a prior year and descriptions or written documentation on automated processes developed should be included. Please note that signing the Administrative Grants Outcomes Report includes providing permission for the Board to share the contents of the report with others.

### **Need Inspiration? Have Questions?**

This is your opportunity to make a real difference in the quality of the SWS program. We hope you will consider applying. If you are unsure what to propose, we will be happy to talk with you about your ideas and to brainstorm new ideas. Jeffrey Powell is available at 360-704-4150 to talk over ideas for applications and guide you through the process. If Jeffrey is not available, feel free to call Betty at 360-753-7852.

Attachments

FAA: 04-17

**Higher Education Coordinating Board  
Washington State Work Study**

**ADMINISTRATIVE GRANT APPLICATION FORM**

**Grant Year:**\_\_\_\_\_

**Date Submitted:**\_\_\_\_\_

**Name of School:**\_\_\_\_\_

**Name of Contact:**\_\_\_\_\_

**Address:**\_\_\_\_\_

**Contact Phone Number:**\_\_\_\_\_

**Federal ID Number:**\_\_\_\_\_

**AMOUNT OF GRANT REQUESTED.** *Attach an itemized budget and expenditures plan. List all expenditures for equipment as separate line items.*

**TIMELINE FOR COMPLETING THE GRANT BY JUNE 30.** *Attach an itemized timeline. Include specifics for each stage of the proposal.*

**NATURE AND PURPOSE OF THE GRANT.** *Describe what you intend to do and how you intend to do it. Use additional sheets if necessary.*

**IMPACT OF THE GRANT.** *How will the SWS Program be impacted as a result of receiving this grant? Be specific.*

**RELATIONSHIP OF THE GRANT PROPOSAL TO THE BOARD'S 2000 MASTER PLAN.** *Describe how the proposed activities relate to the HEC Board's Master Plan.*

**JOINT PROPOSAL BENEFITS.** *If this is an application for a joint proposal with other school/s or if you intend to engage in activities that will specifically benefit several schools, Specify which schools will benefit and how they will benefit. Be specific.*

**PUBLICATIONS AND/OR RESEARCH REPORTS.** *Do you expect to produce any publication as a result of the grant such as a brochure, article or advertisement? Do you expect to conduct a research?*

**NATURE OF AUTOMATION SOUGHT?** *If your grant proposal includes the acquisition of and/or training for an automated product, indicate the product, describe the nature and name of the product.*

I hereby affirm on behalf of \_\_\_\_\_, the institution receiving this SWS Administrative Grant, that no funds from this grant will be used to supplant budgeted institutional support. I further consent to the release of any information contained herein or on any other report and/or attachments submitted in regard to this request for funds to be used at the Higher Education Coordinating Board's discretion.

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SIGNATURE

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TITLE

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PRINT NAME

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TELEPHONE NUMBER